

Community Development Block Grant

2015 Consolidated Annual Performance Evaluation Report (CAPER)

CITY OF JEFFERSON
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JEFFERSON CITY, MO 65101

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CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The City of Jefferson has completed the 2015 plan year of its Community Development Block Grant (CDBG) program which began on January 1, 2015 and ended on December 31, 2015. As part of the CDBG Program, the City of Jefferson is required to submit a Consolidated Annual Performance Evaluation Report (CAPER). This CAPER highlights the accomplishments of the CDBG Program for the past program year. The report shows expenditures and accomplishments for 2015 activities, those activities from previous years, which had not been completed, and the report evaluates the City's progress in accomplishing its 2014-2018 Consolidated Plan.

The City of Jefferson was granted a total of \$243,075 CDBG entitlement funds. This represents an approximate .9% decrease from the previous program year. A total of \$170,381.95 of funds was expended on CDBG Activities. A total of 100% of the funds were expended on the Low to Moderate Income (LMI) National Objective exceeding HUD's 70% requirement.

The one-year goals and objectives for 2015 were to complete 15 projects. Within the Homeowner Support Programs was to complete 10 homes for the Code Deficiency and Energy Efficiency programs and assist 5 households with Down Payment assistance. Within the Neighborhood Improvement Program the goal was 1 demolition project assisting with redevelopment of deteriorated properties. Public Infrastructure & Facility Improvement goals included assisting up to 12,000 persons. Finally, homeless prevention goal was to assist 100 persons.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Increase Economic Opportunities	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2000	0	0.00%			
Increase Economic Opportunities	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	30	29	96.67%			
Increase Economic Opportunities	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Direct Financial Assistance to Homebuyers	Households Assisted	0	10		5	10	200.00%

Increase Economic Opportunities	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Buildings Demolished	Buildings	10	1	10.00%			
Preserve and Improve Area Neighborhoods	Affordable Housing Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2000	0	0.00%	3000	0	0.00%
Preserve and Improve Area Neighborhoods	Affordable Housing Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	30	29	96.67%			
Preserve and Improve Area Neighborhoods	Affordable Housing Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Buildings Demolished	Buildings	10	1	10.00%	2	0	0.00%

Promote Self-Sufficiency Through Service Provision	Homeless Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	100	491	491.00%	50	491	982.00%
Promote Self-Sufficiency Through Service Provision	Homeless Non-Homeless Special Needs	CDBG: \$	Homelessness Prevention	Persons Assisted	100	0	0.00%			
Promote Self-Sufficiency Through Service Provision	Homeless Non-Homeless Special Needs	CDBG: \$	Jobs created/retained	Jobs	25	0	0.00%			
Provide safe, decent affordable housing	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	30	29	96.67%	10	5	50.00%
Provide safe, decent affordable housing	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: \$	Direct Financial Assistance to Homebuyers	Households Assisted	15	10	66.67%			

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

The goals of the 2014-2018 Consolidated Plan includes focusing on continuing neighborhood revitalization efforts, providing affordable housing and assisting low income, homeless and special needs residents with supportive services. For Program Year 2015, the City of Jefferson had three primary areas of emphasis: 1) Assist LMI Owner-Occupied Residents; 2) Support Neighborhood Improvements and 3) Fund Public Improvements in qualified census tracts.

Overall a total of 22 projects were completed using Community Development Block Grant Entitlement Funds.

- 17 projects were accomplished within the Homeowner Support Programs: 5 projects were completed within the Code Deficiency; 7 projects within Energy Efficiency; 5 low-to-moderate households were assisted with Down Payment assistance.
 - For Neighborhood Improvements, a demolition was completed at 510 E. Ashley Street.
 - Public Infrastructure improvement included the start of Marshall Street sidewalk improvements.
 - Public Services funding was distributed between 2 local nonprofit agencies for the 2015-2016 year: Central Missouri Community Action Agency, Common Ground. Independent living resource center was funded in 2014 and had accomplishments recorded for the 2015 year.
1. CMCA assisted 54 single mothers with daycare assistance.
 2. Common Ground assisted in hosting a Project Homeless Connect. 135 persons were serviced using CDBG funds and another 50 were assisted using other resources for a total of 185. Multiple agencies from around Mid-Missouri participated in this highly successful event. Offering a range of services from medical/dental, clothing, and id cards.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	185
Black or African American	152
Asian	3
American Indian or American Native	5
Native Hawaiian or Other Pacific Islander	6
Total	351
Hispanic	4
Not Hispanic	347

Table 2 – Table of assistance to racial and ethnic populations by source of funds

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG		0	71,983

Table 3 – Resources Made Available

Narrative

For 2015, the City of Jefferson was awarded \$243,075.00 for activities that were identified within the 2015 Annual Action Plan. During the course of the year, the City expended \$71,983 which was targeted city wide.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
City Wide	70%	100%	

Table 4 – Identify the geographic distribution and location of investments

Narrative

The City of Jefferson has residential incentive programs to encourage individuals to purchase and occupy vacant, older houses in Old Town area in the form of a down payment assistance program and residential tax reimbursement. The down payment assistance program provides up to \$5,000 in matching funds for down payment incentive. After purchasing a single family home, homeowners may apply to receive reimbursement for 5 tax years with a maximum of \$2,000 for any tax year. These program funds are subject to annual Council appropriation.

To complement the City's Residential Incentive Program four local banks (Central Bank, Hawthorn Bank, Homes Savings Bank, and Jefferson Bank) have created the Old Town Loan Program. All four banks have indicated a willingness to make \$500,000 in loans available (\$2,000,000 total) to encourage purchases of single-family residences in the Old Town Area. As part of the financial incentives the loan program is able to provide a 30 year \$150,000 maximum low interest loan with a minimum 3.5% down payment with no mortgage insurance.

In addition to the City of Jefferson residential incentives the City also provides commercial and mixed use programs within the Old Town area. The commercial façade program provides assistance in the form of tax reimbursement for exterior improvements. When the application is approved by a façade committee the property is eligible for three years of property tax reimbursement as a result of the façade improvement. If the second floor is also improved and used as residential, retail or office, the property is eligible for an additional two years of reimbursement. To be eligible for the two additional years of tax reimbursement the second floor space must have a (1) City occupancy permit, and (2) be occupied for at least 9 months each year of the reimbursement. The Adaptive Reuse Incentive Program is for properties that have outlived their original use. Properties could have been used as residential and then converted to commercial. The program encourages façade improvements and promotes the reuse of the property in a manner that complies with the adopted neighborhood plan for the area. The incentive is a tax reimbursement of \$2,000 for two tax years. These program funds are subject to annual

Council appropriation.

The City of Jefferson has authorized a Rental Facade Improvement program to enhance the aesthetics of the City by improving the exterior appearance and condition of neighborhood residential rental properties. The Rental Facade Program helps landlords with rental properties by paying for 50% of the cost of improvements to the façade of their buildings, up to \$5,000 per unit with a maximum of \$10,000. The landlord/property owner must show proof of his/her funds to match the facade program. Renovations completed prior to application for program funds are not eligible for reimbursement. The Missouri Development Commission has a First Place Loan Program available for first-time homebuyers. The First Place Loans are available for those who have not owned or had principal interest in a home in the past three years; have qualifying credit; meet income and purchase price limits; loans made in the program may be subject to recapture tax provisions under federal law; homebuyer must occupy the home within 60 days of loan closing. The cash assistance payment for down payment and closing costs will be 4.5 percent of first mortgage amount, in the form of a grant, and have a 30 year fixed mortgage.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The Institute for Community Alliance received \$18,849.96 in Homeless Management Information System (HMIS) funding from MHDC's Continuum of Care Community Initiatives and \$70,117.70 from the Emergency Solutions Grant. The HMIS is an online database that local nonprofits utilize to track demographics and household information as part of program reporting and management. The Institute for Community Alliances HMIS system serves the Balance of State Continuum of Care which encompasses 10 regions of the state or 101 counties.

The Jefferson City Salvation Army received \$50,000 from the Emergency Solutions Grant. ESG provides essential services necessary to serve sheltered homeless individuals and families and connect them with housing or critical services. ESG was made available to Salvation Army under the Emergency Shelter Category which can be used for operation costs.

MOCAP Development Company LLC. received \$770,000 in MHDC, \$1,000,000 in HOME funds from the Missouri Housing Trust Funds. Funding will assist with the development of 52 universal designed units for elderly households known as Chapel Hill Commons. It should be noted that this site is not located within a LMI census tract.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	10	0
Number of Non-Homeless households to be provided affordable housing units	13	5
Number of Special-Needs households to be provided affordable housing units	3	0
Total	26	5

Table 5- Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	10	12
Number of households supported through Acquisition of Existing Units	3	5
Total	13	17

Table 6 - Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

According to the 2014-2018 Consolidated Plan the City goals focus on continuing neighborhood revitalization efforts, providing affordable housing and assisting low income, homeless and special needs residents with supportive services.

During program year 2015, through the Homeowner Support Programs the City expended \$79,818.93 by assisting 17 low-to-moderate income households with code deficiency repairs, energy efficiency, emergency repairs and/or down payment assistance. Public Improvements of \$36,642.95 included sidewalk improvements on Marshall Street. Removal of slum and blight of \$7,457.50 for demolition of 510 E Ashley St. The demolished property was donated to River City Habitat for Humanity which they are currently constructing two separate single family households at the demolition site. Regarding "Worst Case" housing needs, the City offers programs to homeowners to assist with code deficiency, energy efficiency and emergency repair issues. The Senior Housing Inspector routinely carries and distributes out the homeowner support applications when he has identified code and

emergency issues. The Code Deficiency program assists with repairs to meet health and safety standards. In 2015, a total of 12 projects were completed.

Majority of the City's housing stock was built prior to 1978. Therefore, any property constructed prior to 1978, participating in the City's Homeowner Support Program, receives EPA's "Protect Your Family from Lead in Your Home" pamphlet. Additionally, the City's Senior Housing Inspector, who is lead certified, goes out to participant's properties to identify if lead based paint exists within areas that will be disturbed. If areas are identified as potentially containing lead based paint, testing will be completed and results are given to the homeowner. If areas are tested positive for lead based paint then a lead certified contractor is used to remediate the area. The Senior Inspector goes out and re-tests the area after remediation has been completed.

The EPA's standards will continued to be enforced by requiring contractors to have certifications for activities that potentially disturb areas with lead based paint. Staff is now in the process of identifying area contractors from the City's business license registry, making direct contact with them to notify and educate them of the HUD programs available. It is anticipated that by completing this process, additional EPA Lead Certified contractors will be identified.

Discuss how these outcomes will impact future annual action plans.

It appears that the City is on track with its 5 year goals with the exception of homeless being provided affordable housing units.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Persons Served	CDBG Actual
Extremely Low-income	0
Low-income	5
Moderate-income	0
Total	5

Table 7 – Number of Persons Served

Narrative Information

The efforts from the Homeowner Programs helped affordable housing needs in multiple ways. Down Payment Assistance program helped low-to-moderate income households obtain ownership of affordable housing. As a requirement of the program, the approved applicants are required to complete a first time homebuyer's education course. The City of Jefferson has teamed up with the Central Missouri Community Action Agency to provide the homebuyer's education course. When the applicant has successfully completed the course they are provided with a certificate of completion. The Code Deficiency program assisted homeowners with exterior repairs to meet health and safety standards.

Energy Efficiency provided low-to-moderate homeowners with the opportunity to realize measurable energy savings which will result in reduced energy costs and improved comfort of the home.

The Code and Energy Programs improve conditions of existing affordable housing, avoiding further deterioration which may result in affordable homes taken out of the city's housing stock.

Emergency repairs are completed when a situation is identified as an immediate threat to health and public safety, such as sewer line repairs. In 2015, 5 Code Deficiency improvements, 7 Energy Efficiency improvements and 5 Down Payment assistances were completed.

In addition, the Neighborhood Improvement program collaborated with the River City Habitat for Humanity for the demolition of 510 E Ashley St. This residential property had been vacant for years and had deteriorated to a point that it was cost prohibitive to restore. Habitat for Humanity split the large size lot into two separate parcels. They are currently constructing 2 single family residences that will benefit low-to-moderate income households.

Finally, the City also participated in the Neighborhood Stabilization Program (NSP) to acquire & rehabilitate foreclosed homes and sell those properties to eligible AMI families. Currently there are 2 remaining properties. During 2015, a buyer was identified for the property at 304 Marshall St. Rehabilitation of this property is expected to be completed during 2016 program year with the remaining property to be demolished as it is located within the floodplain. It is anticipated that all of NSP funds be expended within the year.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Twice a year, the Missouri Housing Development Commission completes a Point in Time Count to determine the number of individuals couch surfing, unsheltered, and/or living in a shelter. Local community members have identified the need to reach out to homeless persons. A new group called the "Homelessness Task Force" has been formed. This task force has exceeded 60 members including multiple churches, elected officials, organizations, and nonprofits working together to identify ways to expand shelters/housing options, create warming zones, etc.

Project Homeless Connect was held on October 13, 2015. Project Homeless Connect was a massive one-day event targeting unsheltered homeless individuals and those at imminent risk of becoming homeless in Cole County and surrounding areas. All resources and services needed to leave homelessness was provided under one roof. Community volunteers paired up one-one-one with homeless individuals beginning with street engagement and ending with accessing a wide array of resources provided by community partners. Dozens of agencies and services providers joined together to break down barriers that make it difficult for an individual to leave homelessness. 185 individuals were assisted. Services included; basic medical and vision, dental services, birth certificates, IDs, housing counseling and placement, employment services, benefits, social security, food, haircuts, clothing, laundry services, and more!

Addressing the emergency shelter and transitional housing needs of homeless persons

Most recently, HALO began a housing program for homeless youth in Jefferson City. HALO conducted research through agency and school partnerships and determined that there are over 35 teenage youth in Jefferson City that are homeless. Their homelessness may be caused by parents being incarcerated, death, drug addiction, abuse, etc. Due to limited resources available for these youth HALO started its Teen Transitional Living Program. HALO has raised enough funds to start a pilot program. Two homeless teen girls (one who is a teen mom with an 18 month old daughter) have been helped to move into their own apartments.

The City currently does not receive ESG program funds as an entitlement community. Two local agencies are direct recipients through the MHDC ESG funding process:

- 1) The State of Missouri provides Emergency Solutions Grant through the Missouri Housing Development Commission. The local Salvation Army received \$50,000.00 to provide essential services necessary to serve sheltered homeless individuals and families and connect them with housing or critical services.
- 2) The Institute for Community Alliances \$88,967.66 from the Emergency Solutions Grant. The HMIS is an online database that local nonprofits utilize to track demographics and household information as part of program reporting and management. The Institute for Community Alliances HMIS system serves the Balance of State Continuum of Care which encompasses 10 regions of the state or 101 counties.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The City of Jefferson actively participated as a member of the Unmet Needs Committee. This Committee is composed of various agencies that help to address homelessness and specific case management efforts. Organizations such as Central Missouri Community Action Agency, Department of Mental Health, Cole County Health Department, Samaritan Center, Red Cross, etc. participate in the Committee. This key group can quickly identify solutions to situations for individuals and families that are facing homelessness.

Central Missouri Community Action receives LIHEAP funding which provides emergency utility assistance and weatherization assistance to keep persons from becoming displaced from their homes. This assistance is provided twice a year and funding is limited.

The City's CDBG funded Homeowner Support Programs assist low to moderate income households with code deficiency and/or emergency repairs to meet health and safety standards. The code deficiency program assists homeowners in upgrading the exterior of their homes to get up to compliance with City Code Standards. The emergency repairs programs helps fix immediate health and safety issues such as sewer lines and heaters.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Jefferson City area has two shelters: the Salvation Army Center of Hope and the Rape and Abuse Crisis Center. The Salvation Army Center of Hope has a 40 bed capacity available to men, women, and families with children with up to ten overflow cots within the shelter for extreme cold or heat conditions. The Center of Hope offers a 90 day shelter that provides hot meals, a safe place to sleep, and case management to help residents to plan for independent living. Life skills classes, professional referrals, and laundry facilities are available. The Salvation Army also operates a Permanent Housing Program in up to 15 scattered sites (rental units).

The Jefferson City Rape & Abuse Crisis Services serves 9 Central Missouri counties providing shelter, court advocacy, counseling, 24 hour hotline, crisis intervention, support groups and case management to domestic and sexual abuse victims. They provide emergency shelter to 40 residents including baby cribs.

As mentioned previously, HALO began a housing program for homeless youth in Jefferson City. Due to limited resources available for these youth HALO started its Teen Transitional Living Program. HALO has raised enough funds to start a pilot program. Two homeless teen girls have been helped to secure their own apartments.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

Although City of Jefferson does not provide financial resources for the public housing projects *per se*, the City acknowledges the need for public housing and the large number of people on the PHA's waiting list. The Housing Authority administers the Section 8 Housing Choice Voucher Program. A Section 8 Voucher helps eligible families pay the rent for apartments owned by private landlords. An individual with a voucher is responsible for finding an apartment and landlord that will accept the voucher. The tenant and landlord enter into a normal lease agreement with each party responsible for abiding by the terms of the contract. The tenant is also responsible for paying the damage deposit to the landlord. The Housing Authority will inspect Section 8 properties before move-in and on a yearly basis to ensure apartments comply with HUD standards and guidelines. The Section 8 Housing Choice Voucher Program has issued 182 vouchers and 720 families on the waiting list.

In addition, the Housing Authority operates 31 units of Public Housing in Jefferson City. Rent on these units is based on 30% of the tenant's income. Currently the Public Housing waiting list has 504 families. The Housing Authority manages 206 units of Tax Credit Property with Project-based Section 8 funding. It also manages 71 units of Tax Credit only units. The Tax Credit Properties with Project Based Section 8 are 22 units at Capital City Apartments at 522 East Elm Street, LaSalette 1210 Linden Drive, Kenneth Locke II at 1210 Linden Way and Hyder at 1310 Linden Drive. Herron Apartments at 1303 Edmonds Street is at Tax Credit only unit along with the remaining 22 units at Capital City Apartments. Finally, the Housing Authority owns 120 units at Hamilton Tower, 12 Jackson Street, that have Project-based Section 8 funding.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The Housing Authority has a Section 8 Homeownership Program that can accept up to ten participants. Two voucher holders have purchased homes through the Section 8 Homeownership Program. Participants must: 1) meet minimum income requirements; 2) be a first time homebuyer; 3) have acceptable credit ratings or the ability to correct credit ratings; 4) participate in credit counseling programs before purchase of the home; 5) participate in home buying training and counseling courses before purchase of the home; 6) have no history of property destruction or criminal behavior; 7) have no history of drug or alcohol abuse within the last five years; 8) have sufficient income to support home ownership including house payment, utilities, taxes, insurance and upkeep.

Actions taken to provide assistance to troubled PHAs

The Jefferson City Public Housing Authority is not considered a troubled PHA. According to their 2016 PHA plan the Housing Authority is a high performer due to its PHAS and SEMAP scores.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

The zoning code was amended to reduce parking requirements for properties in old town that front on streets that allow on-street parking. The reduction is one space for each 25 feet of frontage with a maximum reduction of one space per unit. The reduction allows for units on smaller plots have the ability to rent out to multiple households.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The City continued the inclusion of the Public Assistance Category. This allowed for non-profit entities to apply for funds up to 15% of the City's annual entitlement allocation for eligible activities assisting low-moderate income households. Eligible Public Assistance activities according to Section 105(a) of the Community Development Act include, but not limited to:

- Employment services (e.g. job training);
- Crime prevention and public safety;
- Child care;
- Health Services;
- Substance abuse services (e.g. counseling and treatment);
- Fair housing counseling;
- Education programs;
- Services for senior citizens; and
- Services for homeless persons.

Two local agencies were awarded funds in July 2015 for a period of 18 months. Common Ground worked with the Jefferson City Homeless Task Force Group to hold "Project Homeless Connect". The activity assisted a total of 185 presumed homeless individuals in obtaining ID's, medical/dental services, food, clothing, and accessibility to other resources. The other funded agency was Central Missouri Community Action Agency (CMCA) to provide child care funding to Temporary Assistance for Needy Families (TANF). This may be in the form of deposits, paying overdue balances and monthly charges. This program has been successful in helping families to obtain/sustain employment and continue education. Some families have been able to move off of the TANF program.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

Identification of lead hazards through inspections is part of the Home Ownership Program. Participating properties with homes built prior to 1978, the homeowner receives EPA's "Protect Your Family from Lead in Your Home" pamphlet.

The City's Senior Housing Inspector, who is lead certified, goes out to participant's properties to identify if lead based paint exists within areas that will be disturbed. If areas are identified as potentially containing lead based paint, testing will be completed and results are given to the homeowner. If areas are tested positive for lead based paint then a lead certified contractor is used to remediate the area. The Senior Inspector goes out and re-tests the area after remediation has been completed. The EPA's standards will continued to be enforced by requiring contractors to have certifications for

activities that potentially disturb areas with lead based paint. Staff is now in the process of identifying area contractors from the City's business license registry, making direct contact with them to notify and educate them of the HUD programs available. It is anticipated that by completing this process, additional EPA Lead Certified contractors will be identified.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The City of Jefferson has a number of homeownership programs that provide additional opportunities. These include down payment assistance, code deficiency repairs, energy efficiency upgrades, and emergency assistance repairs which are all funded by CDBG to benefit low to moderate income households. The down payment assistance program provides up to \$5,000 in down payment assistance and/or closing costs. The Code Deficiency program aids in repairs to bring properties back to health and safety standards. The Energy Efficiency program provides energy audits in order to identify energy-saving improvements. The Emergency Assistance Repair assists with water and/or wastewater lateral line replacement when lines have busted or are no longer viable.

The City of Jefferson has two residential incentive programs for the Old Town area included matching down payment assistance up to \$5,000 and tax reimbursement program for up to 5 years of tax rebate. Local banks have a loan program that perfectly dovetails the City incentive program that offers lower percentage rates, 100% loan and no PMI's.

During 2015, the City teamed up with Central Missouri Community Action Agency and Common Ground to assist Low to Moderate Income households with CDBG funds. As mentioned previously, Common Ground worked with the Jefferson City Homeless Task Force to hold "Project Homeless Connect and CMCA provided child care funding to Temporary Assistance for Needy Families (TANF). Other actions the City takes includes the Transit Division offering half fares on fixed routes for persons age 60 and over, persons with disabilities, and Medicare cardholders. Section 3 business and/or Minority and Women Owned businesses have the ability to bid on CDBG projects.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The City coordinates its efforts with other local, state, and federal institutions to address specific needs or to implement new programs. The City recognizes how important it is for integration and cooperation among the housing providers, community development and social service providers in order to fill the gaps in delivery system. Through active engagement of partners, the City works to strengthen its relationships to better utilize programs and resources and avoid duplication of efforts. The City is an active participant in coordinating activities among community partners such as Unmet Needs Committee, Housing Authority, Governor's Committee to End Homelessness, Balance of State Continuum of Care, State and local departments. In addition, the City has an excellent relationship with the local Chamber of Commerce, Capital Area Metropolitan Planning Organization and Mid-Mo Regional Planning Commission.

One of the strengths of the delivery system is the existing collaborative network of providers. The structure requires strong participation by local organizations and stakeholders. The main gaps in the current delivery system are related to funding and staffing issues. Many non-profits are utilizing less and less funding to do the same amount of work, if not more work. The limited amount of resources available affects the number of people that can be served.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The City of Jefferson actively participated as a member of the Unmet Needs Committee. This Committee is composed of various agencies that help to address homelessness and specific case management efforts. Organizations such as Central Missouri Community Action Agency, Department of Mental Health, Cole County Health Department, Samaritan Center, Red Cross, Salvation Army, etc. participate in the Committee. This key group can quickly identify solutions to situations for individuals and families that are facing homelessness.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The following are actions taken during 2015 to overcome the identified impediments from the 2013 Analysis of Impediments to Fair Housing Choice report:

Information on the available Homeowner programs was published in the Newstribune on March 15, 2015.

Staff participated in Central Missouri Community Action's Reality Enrichment and Life Lessons on March 27, 2015, at St. Peter's Interparish School. 8th graders participated in the poverty simulation aimed specifically to impact decision making in the youth population. Youth were presented with two adult lives: 1) someone who made reactive decision and must face consequences of such decisions and 2) someone who has completed their high school education and made proactive decisions.

Staff sent out a Request for Proposals for Fair Housing Testing. Unfortunately, bids came back higher than expected and what was budgeted for the project.

City issued a proclamation declaring that April is Fair Housing Month. Partnering with Jefferson City Area Board of Realtors, a Poster Contest was held for 4th, 5th & 6th grade students and an Essay Contest for High School Juniors and Seniors with a theme of "Fair Housing - Different Faces-Same Dream". There were 113 entries with top 3 posters awarded for each age group. Presentations were made to the poster contest winners during the April 6, 2015 Council Meeting. All the posters were displayed at the Capital Mall for the public to view.

Staff attended the 2015 Missouri Housing Summit on April 29-May 1, 2015 in St. Louis. Staff toured St. Louis best practices in supportive/special needs housing, attended breakout sessions on topics such as Universal Designs, low income housing tax credit basics, veterans housing resources, etc.

On April 22, 2015, the City co-hosted a Beyond Fair Housing event for the Jefferson City Area Board of Realtors. The program was open to landlords and realtors.

On August 5, 2015, Don Brinker with Missouri Housing Development Commission provided an overview of the First Place Home Loan programs to realtors and local financial institution. The meeting is deemed a success as over 75 realtors participated for continuing education credit and 4 financial institutes now offer the loan program.

On October 28, 2015 the City participated in the 3rd Annual ILRC Resource Fair for Persons with Disabilities and their Caregivers. The City distributed CDBG Homeowner Support Program information and applications. Over 50 vendors participated in the fair with agencies ranging from financial institutions, government agencies, employment agencies, rehabilitation, health care, nursing homes.

On December 3-4, Staff attended the City of Columbia's Affordable Housing Symposium. This event served as a forum to educate and share information on current and future affordable housing needs in Columbia. In addition, innovative approaches to address affordable housing were discussed. Staff maintained the Redevelopment and Grants portion of the city's website to ensure accurate information was available to the public throughout the year.

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CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

To ensure the timely progress of projects and programs in accordance with the Consolidated Plan and CDBG regulations, the City has established an annual monitoring and evaluation process. Staff will utilize both "desk monitoring" and "internal/on-site" monitoring to assess the quality of the program performance over the duration of the agreement or contract. Monitoring of sub recipients will concentrate on program, financial and regulatory performance of the non-profit. In conducting a monitoring review, program staff will primarily rely on information obtained from the sub recipient's performance reports, records, audits, allowed costs, review of financial reports, eligibility and number of beneficiaries served, compliance with federal regulations and City program requirements. Staff may also consider relevant information pertaining to a recipient's performance gained from other sources including litigation, citizen comments and other information provided by or concerning the sub recipient.

The City also monitors its expenditure rates to ensure compliance with HUD's timely ratio. In 2013, the City received its second notice for not meeting the timely ratio of having no more than one and half times of the City's annual grant. The City was in danger of having future grant allocations being reduced. The City was provided by HUD an exception to the timeliness policy and the City's 2014 grant was not reduced. The City implemented new policies and procedures to ensure CDBG funds were being expended in a timely manner. The City's 2015 ratio was 1.168.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

In accordance with the City of Jefferson's Citizen Participation Plan the CAPER Public Hearing Notice was advertised in the News Tribune on February 26, 2016. A copy of the notice was emailed to the Unmet Needs Committee; posted at City Hall, Missouri River Regional Library, Public Housing Authority and online at www.jeffersoncitymo.gov/government/redevelopment_and_grants/plans.php.

Copy of the draft CAPER was made available to the Office of the City Clerk, Missouri River Regional Library, Public Housing Authority and online at www.jeffersoncitymo.gov/government/redevelopment_and_grants/plans.php.

A public hearing was held on March 3, 2016, in the City Hall, Boone/Bancroft Conference Room. A PowerPoint was prepared and presented at the public hearing providing a summary of expenditures, projects completed, map of project areas and actions taken to overcome the identified impediments. A 15 day comment period was provided with comments accepted until March 21, 2016, regarding the 2015 CAPER.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

There are no changes in the City's program objectives and goals as a result from its experiences. While the actions taken are contingent upon the yearly input of its residents via the adopted Citizen Participation Plan, experience thus far has not warranted a change of direction.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants? No

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